

GROUNDS KEEPER

DEFINITION:

Under direct and general supervision, performs a variety of entry level laboring work in the maintenance of parks, park structures, street medians, other public areas, and related facilities; performs related work as required.

CLASS CHARACTERISTICS:

This class provides individuals with an aptitude for park maintenance work, good physical condition and a willingness to learn with the opportunity to obtain skills in a variety of park maintenance areas. This class is distinguished from the Maintenance Worker job series in that the emphasis of the job duties are on park mowing and other park maintenance duties.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Perform a variety of entry level work to maintain parks, athletic fields, play facilities, medians, trees and varied landscaped areas around City buildings.
2. Operate power equipment and hand tools, including power mower, edger, trimmer, blower, chain saw, hedger, and other equipment to perform various park maintenance duties.
3. Mow grass at City parks and other public facilities such as City Hall.
4. Remove weeds from parks and other landscaped areas.
5. Trim and edge grass at City parks.
6. Prepare and treat soil for planting.
7. Maintain street medians including planting, weeding, and removing trash.
8. Remove debris and litter from street right-of-ways, parks, street medians and other areas adjacent to City facilities.
9. Prepare athletic fields for organized use.
10. Clean restrooms and replenish paper dispensers and other supplies as needed.
11. Maintain and repair play structures, restrooms and other facilities associated with parks.
12. Trim trees, prune shrubs and annual plantings, mow turfs, sweep walkways and leave park and play areas in a clean and orderly condition.

Job Description - Groundskeeper

13. Plant new materials and upgrade existing planted areas.
14. Water and fertilize planted areas.
15. Spot spray weeds.
16. Answer inquiries from citizens regarding work performed.
17. Maintain accurate records of work performed.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Make minor repairs and adjustments to tools and equipment used.
2. Assist with street and utility maintenance functions in emergency situations.
3. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Use and care of common hand tools.
2. Safety practices pertaining to the work.
3. Basic arithmetic.
4. Basic park maintenance practices and methods.

Skill in:

1. Following oral and written instructions.
2. Establishing and maintaining effective working relationships with those contacted in the course of the work.
3. Dealing tactfully and effectively with the public.

Ability to:

1. Learn to perform a variety of park maintenance work, including operating various types of equipment.
2. Work weekends and holidays as needed.

JOB REQUIREMENTS:

1. The completion of high school or the equivalent.
2. Must be physically capable of performing heavy physical labor, including lifting materials and equipment weighing up to 50 pounds.
3. Possession of a valid California Class C driver's license (or the ability to obtain one prior to appointment) in compliance with adopted City driving standards.
4. Work out of doors in all weather conditions.
5. Work extended hours as required on a 24-hour standby basis.
6. Respond to the Public Works Corporation Yard within 30 minutes when on stand-by or in an emergency.

OTHER QUALIFICATIONS:

1. Prior work experience in landscaping and/or park maintenance desired, but not required.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Various hand tools
2. Two-way radio
3. Mower
4. Automobile
5. Edger
6. Trimmer
7. Blower
8. Chain saw
9. Hedger
10. Keys to City locks

PHYSICAL DEMANDS:

1. Walking
2. Driving
3. Mobility
4. Speaking/hearing
5. Pushing/pulling
6. Stooping/bending/kneeling
7. Seeing
8. Standing
9. Climbing
10. Lifting up to 50 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 5% of the time
Travel: varying conditions, 95% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying outdoor weather conditions
2. Noise level: low to high equipment noises
3. Flooring: grass, gravel, rock, dirt, wet surfaces, etc.
4. Hazards: use of various digging, cutting, and compaction tools